

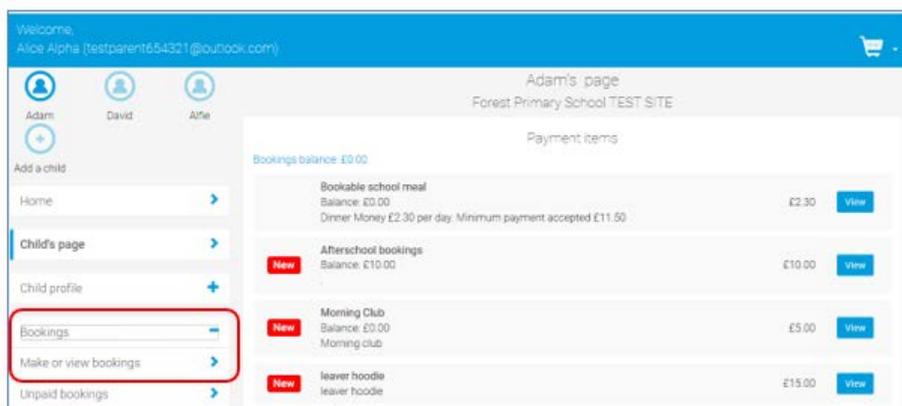
How to make meal bookings

As Banwell Primary is now making use of the ParentPay meal booking service, you will now need to book your child's meals in advance of the session.

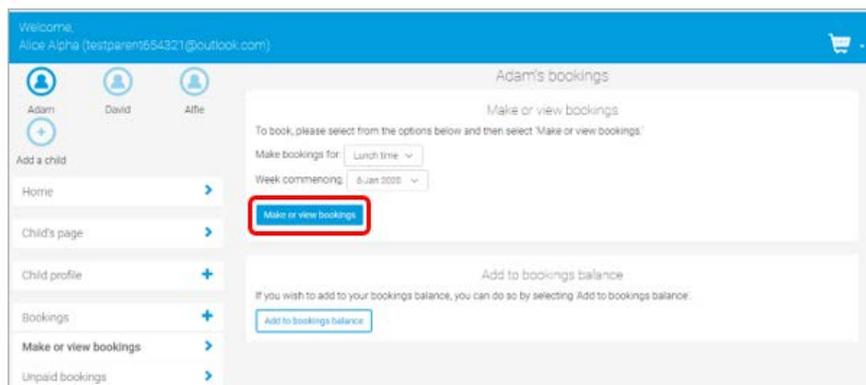
To make your meal selections please follow the simple instructions below. Firstly, select the child you wish to book for. The bookings option will be available in the left side menu (or in the menu drop down if using a mobile device).

Making bookings:

1. Go to www.parentpay.com and log in
2. Select the child to make bookings for
3. Select **Bookings > Make or view bookings**



4. Select the time of day that you wish to make a booking for (lunch time)
5. Select the week to view
6. Select **Make or view bookings**



7. You will then be presented with a booking screen.
 Book a meal by selecting from the menu choices shown

Lunch time selection

PLEASE NOTE: When confirming your bookings, any **Payment due** must be paid within 2 hours. Failure to do so will result in unpaid bookings being cancelled.
 If your **Payment due** is zero (£0.00), simply confirm bookings and no further action is required.

Week commencing 6th Jan 2020

Mon 6 Jan	Tue 7 Jan	Wed 8 Jan	Thu 9 Jan	Fri 10 Jan
Lasagne with Salad	Roast Beef with Yorkshire puddings	Sweet and Sour Chicken with Rice	Toad in the Hole	Fishfingers with chips
vegetarian lasagne with salad	Quorn Roast	Sweet and Sour Vegetables with Rice	Quorn toad in the hole	veggie fingers with chips
Jelly and ice cream	Jam Roly poly with custard	Chocolate cake	Cheesecake	Treacle tart
Fruit	Fruit	Fruit	Fruit	Fruit
Clear day		Clear day		Clear day

8. Make the required bookings

9. A summary will be displayed at the bottom of the page with any previous unpaid bookings shown in red

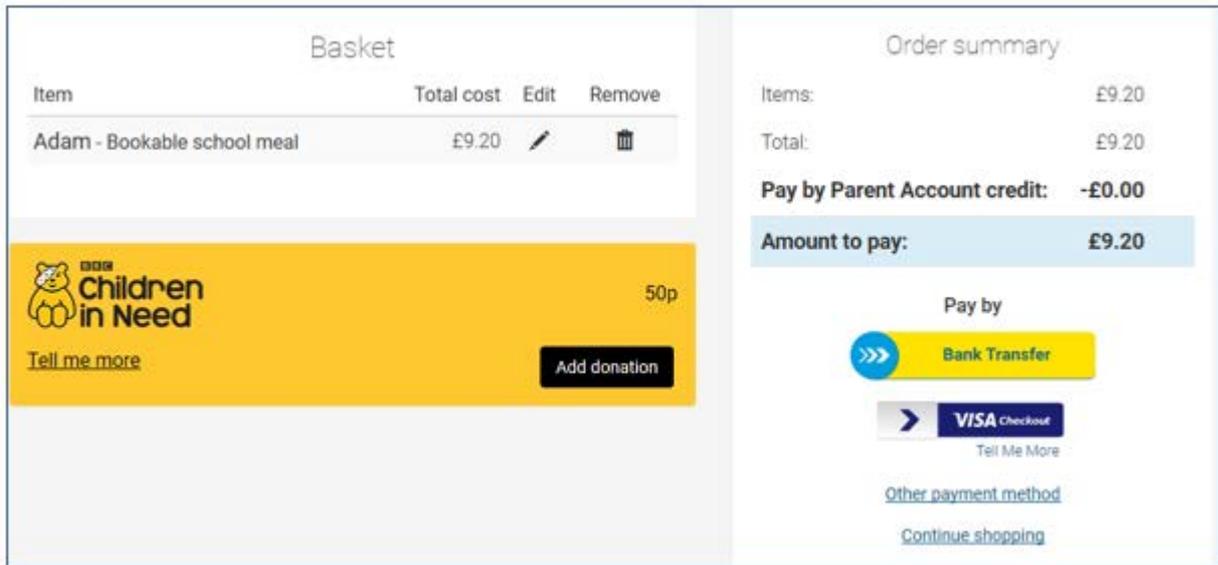
Booking summary

[Show symbols](#) | [Help](#) | [Hide info](#)

Adam Aphiha's Lunch time	
Bookings added	3
Bookings cancelled	0
Cost of new bookings	£6.90
Unpaid bookings	£2.30
Payment due	£9.20
Cancel	Confirm bookings

WARNING: Any bookings must be confirmed and (if required) paid for within 2 hours of selecting them. Failure to do so will result in the bookings being automatically cancelled. If your child is in receipt of Free School Meals you will not be charged and no payment will be taken, but you must confirm your booking.

10. Review the booking summary, and select **Confirm booking**.
11. Any credit in your Parent Account will be used to pay for the meals. Any remaining cost can be paid by Bank Transfer (if enabled), Visa Checkout or Other payment method



The screenshot displays the checkout process. On the left, the 'Basket' section lists one item: 'Adam - Bookable school meal' with a total cost of £9.20. Below the basket is a yellow banner for 'Children in Need' with a 50p donation option and an 'Add donation' button. On the right, the 'Order summary' shows the total cost of £9.20, a credit of -£0.00 from the Parent Account, and a final amount to pay of £9.20. Payment options include 'Bank Transfer', 'VISA Checkout', and 'Other payment method'. A 'Continue shopping' link is also present.

Basket	
Item	Total cost
Adam - Bookable school meal	£9.20

Order summary	
Items:	£9.20
Total:	£9.20
Pay by Parent Account credit:	-£0.00
Amount to pay:	£9.20